



SORRT

NETWORK

CALENDAR

Annual Recycling Reports Due:

FEBRUARY 1, 2012

Large-sized businesses

MARCH 1, 2012

Medium-sized businesses

Selected small-sized businesses

Commercial property owners/managers of multi-tenant facilities

NEW! Business Recycling On-line Reporting Webinars:

JANUARY 12, 2012

11:00am - 12:00 noon

FEBRUARY 7 and 15, 2012

11:00am - 12:00 noon

For more information visit our Website



Going Waste-less: Reducing Waste at your Business this Holiday Season

According to the U.S. Environmental Protection Agency, Americans throw away 25 percent more trash between Thanksgiving and New Year's than during any other time of the year. So why not give the gift that keeps on giving to your co-workers and supervisors: the chance to reduce waste and conserve natural resources! Here are some easy tips that you can apply at your workplace during this holiday season:

For office holiday functions:

- Purchase only the amount of food needed for the party. Buy food and other items with as little packaging as possible by buying in bulk.
- Eliminate using disposable plates, cups, napkins and silverware. Ask everyone to bring their own dishware, glassware and cloth napkins.
- Encourage co-workers to take leftover food home instead of throwing it away.

For the office:

- Send electronic holiday cards to your clients and co-workers.
- Give a gift of experience — tickets to a play, concert or sports event, lessons or classes, or a year-long pass to the State parks or a favorite museum.
- Give the gift of time — babysitting, a monthly ride for the person who does not drive or does not have a car.
- Reuse wrapping or pack items in reusable shopping bags as part of the gift.

There are many things you can do to reduce the amount of waste generated during the holidays. Encourage your co-workers to come up with New Year waste-solutions to reduce the amount of waste generated at your office and remember to always reduce, reuse and then recycle.



www.montgomerycountymd.gov/recycling

Are you ready to File your Annual Recycling Report?

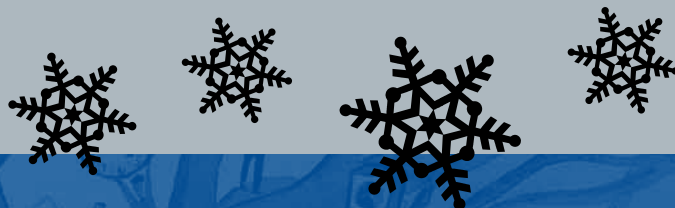
Filing your recycling report can be easier than you think! Follow our step-by-step recommendations to make next filing season easy for you and your business.

1. Make a list of all the materials that are collected for recycling at your workplace as well as the companies that collect these recyclables. This is your list of vendors that you will need to contact to obtain your tonnage reports.
2. Contact your recycling and refuse collection vendors to request your tonnage reports. As the filing deadline approaches, collectors may get overwhelmed by the number of businesses requesting tonnage reports from them. So contact your collector early, or better yet, request your tonnage reports on a monthly basis so that you already have them on file.
3. Use our recycling conversion estimate worksheet (www.montgomerycountymd.gov/recycling) to estimate your weight report. We have many resources that can help you estimate the amount of recyclables and waste your property generates. These estimates can also help you track your monthly progress in case your collection company can't provide you with this information.
4. File on-line. Filing your report on-line reduces the chances of your report getting lost in the mail. It provides easy access to previous annual reports filed by your company plus it reduces the amount of paper generated which helps our environment!



Annual Recycling Report Filing Tips

- ✓ Your Annual Recycling and Waste Reduction Report always covers recycling and waste disposal activities for the previous calendar year. In 2012, you will be reporting on 2011 activities.
- ✓ Mandatory materials that businesses must report on include: mixed paper, commingled materials, scrap metal, yard trim and Christmas trees.
- ✓ Shredded paper is still paper and can count towards your recycling rate. Contact your shredding vendor and request a tonnage report.
- ✓ If your building or property has a grassy area that is landscaped, talk to your landscaper to determine if the yard waste is being composted or "grasscycled" (leaving the grass clippings on the lawn). We can help you estimate the amount of material generated and you can count this amount towards your recycling rate.
- ✓ List any voluntary materials that your business recycles, i.e. toner cartridges, textiles, computer equipment, plastic bags, etc.
- ✓ Include the total amount of solid waste (trash) collected from your business. This allows the County to estimate your recycling rate.
- ✓ Don't forget to list the companies collecting your recyclable materials and solid waste. If you don't list them, we'll have to give you a call to find this information out.
- ✓ Describe your business's waste reduction and education efforts on your report.
- ✓ If your collector or broker is filing the annual report on your behalf, make sure to obtain a copy of what was filed and make sure you review it for accuracy. You are still responsible for the report's accuracy.
- ✓ Sign your report. Reports must be signed by the responsible corporate officer as well as the person completing the report.



Visit our Web site: www.montgomerycountymd.gov/recycling

Does your Workplace have a Green Team? It can be a Great Asset to your Recycling and Waste Reduction Program!

As sustainability efforts increase in the workplace, many Montgomery County businesses have fostered the creation of green teams among their employees. Such is the case at Lockheed Martin, Holy Cross Hospital and MedImmune where employees volunteer their time addressing recycling in the office, composting food waste, reducing the use of disposable take-out containers and eliminating the use of plastic water bottles.

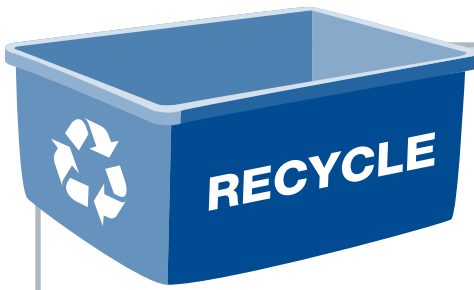
These teams are great assets to their organizations by organizing, empowering and educating other employees on better recycling and waste reduction practices and encouraging them to follow these practices at home. Does your business have a green team? Starting one is simple and it can easily oversee the recycling efforts at your office. Here are a few activities your green team could oversee:

1. Ensure all recycling containers are properly labeled and accessible. Recycling containers should be placed next to trash cans, vending machines and high traffic areas.
2. Design or procure posters and adequate signage to promote recycling.
3. Monitor trash and recycling containers for participation, contamination and overflow.
4. Train new employees on recycling requirements and do's and don'ts.
5. Establish educational displays and organize events (such as America Recycles Day) to promote recycling.
6. Keep track of the recycling efforts and publicize its achievements.

Would you like help organizing a green team at your workplace? Contact the SORRT Program at 240-777-6486. We'll be happy to help.



Pictured from top to bottom: Green Teams at Holy Cross Hospital, MedImmune and Lockheed Martin.



There's always time for recycling...





✓ Recycling Checklist

Commercial properties and businesses must recycle the following materials if these products are generated:

MIXED OR SORTED PAPER

-  White Paper & Colored Paper
-  Cardboard, Boxboard, & Cereal Boxes
-  Newspaper & Inserts
-  Magazines & Catalogs
-  Telephone, Paperback, & Hardcover Books
-  Unwanted Mail & Envelopes with or without windows
-  Shredded Paper & All Other Clean, Dry Paper

COMMINGLED CONTAINERS

-  Glass Bottles & Jars
-  Aluminum Cans & Foil Products
-  Bi-Metal Food & Beverage Cans
-  Plastic bottles and containers, tubs, lids, jars, pails, buckets, and flower pots

-    **YARD TRIM**
(Grass, Leaves, and Brush)

-  **CHRISTMAS TREES**
-  **SCRAP METAL**

Businesses are encouraged to voluntarily recycle the following materials:

- Toner Cartridges
- Computers
- Pallets
- Batteries

www.montgomerycountymd.gov/recycling

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Montgomery County Division of Solid Waste Services
Smart Organizations Reduce and Recycle Tons (SORRT) Program
101 Monroe Street, 6th Floor
Rockville, Maryland 20850
e-mail: gabriela.monzon-reynolds@montgomerycountymd.gov
Important Contact Information
www.montgomerycountymd.gov/recycling
Customer Service **3-1-1**
(240) 777-0311 (outside of Montgomery County)
(240) 777-3556 (TTY)
This information is available in an alternate format by
calling Gabriela Monzon-Reynolds at (240) 777-6486
Printed on Recycled
and Recyclable Paper

WINTER 2011

